



Creating Press Releases

1. **Navigate to Unit**
2. **Create Page**
3. **Enter meta data**
 - Title
 - Story Date
 - Date Line
 - Unit
 - POC
 - POC Address
 - POC Phone Number
4. **Enter Content**
5. **Add Hyperlinks**
6. **Enter Order Type**
7. **Select Categories and Tags**
8. **Enter Story Promotion** information
9. **Enter Publishing Dates**
10. **Check in to Share Draft** for review
11. **Submit** for Approval



Navigating to Unit for Press Release

1a. Click *Units*

Welcome Gessner Ctr Kathy / / Site Actions

MARINES
THE FEW. THE PROUD.

Home News **Units** Recruiting Training & Education Career Marine Services In the Community Search

Advanced Search

CALL TO SERVICE
A Message from the Commandant of the Marine Corps -- Our Nation is at war - our Corps is at war...

Re-enlist
[Active Duty](#)

Volunteer for Duty
[Reserve](#)
[Retired](#)

Join the Corps
[Contact a Recruiter](#)
[Find a Recruiting Station](#)

Retirees
[CMC's Message](#)

with certificates in hand, after graduating from a Humvee licensing and preventive maintenance course March 20. More than 20 Iraqi soldiers graduated from the three-week course, which was taught by Marines with Regimental Combat Team 7.

Photo by Staff Sgt. Jim Goodwin

OPERATIONAL NEWS [Section Home](#)

In the News

Press Releases

Legal Advisories

FEATURES

Medal of Honor
Cpl. Jason L. Dunham, first Long War Marine to receive Medal of Honor

- [About the Medal of Honor](#)
- [Marine Recipients](#)
- [The Gift of Valor](#)

Leaders Guide
Designed to provide guidance and tools to leaders on what to look for, what to do and specific resources for helping Marines.

LEADERS GUIDE
Managing Marines In Distress

Join the Corps

You'll train harder than you thought possible but if you succeed you'll become part of the proud tradition of those who serve as Marines. Take the challenge at [Marines.com](#)



Selecting Unit for Press Release

1b. Select *Unit*

Welcome Gessner Ctr Kathy // Site Actions ▾

MARINES
THE FEW. THE PROUD.

Home | News ▾ | **Units ▾** | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾

Advanced Search

Home > Units Add Link to Site

View All Site Content

Unit Directory

Headquarters Marine Corps

Unit Type	Location	Alphabetically
▪ Artillery	▪ Afghanistan	▪ A-G
▪ Aviation	▪ Africa	▪ H-N
▪ Bases and Stations	▪ Arizona	▪ O-T
▪ Detachments	▪ California	▪ U-Z
▪ Divisions	▪ District of Columbia	▪ 0-9
▪ Expeditionary Units	▪ Europe	
▪ Headquarters Agency	▪ Florida	
▪ Infantry Units	▪ Georgia	
▪ Marine Logistics Group	▪ Hawaii	
▪ Marine Forces	▪ Iraq	
▪ Recruiting Districts	▪ Japan	
▪ Reserves	▪ Kentucky	
▪ Training/Schools	▪ Korea	
▪ Other Elements	▪ Louisiana	
	▪ Maryland	
	▪ Missouri	
	▪ Nebraska	
	▪ New York	
	▪ North Carolina	
	▪ Oklahoma	
	▪ Rhode Island	
	▪ South Carolina	
	▪ Texas	
	▪ Virginia	
	▪ Washington	

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Creating Page for Press Release

1c. Click *Unit* from list of links

The screenshot shows the Marines website interface. At the top, there is a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A search bar is also present. Below the navigation bar, the breadcrumb trail reads "Home > Units". The main content area is titled "Unit Directory: Results". On the left side, there is a sidebar with a "View All Site Content" button and a "Lists" button. A red arrow points from the "Lists" button to the "Unit Type : Expeditionary Units" section. This section lists "II MEF" with a corresponding URL: "http://usmcdemoau1.inforeliance.com/units/marforcom/iimef". The page also includes a "Sort by Title" and "Sort by Url" option.

Unit Directory: Results

Unit Type : Expeditionary Units

- II MEF
<http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>



Creating Page for Press Release

2a. Create Page by Clicking *Site Actions*

The screenshot displays the Marines website interface. At the top, the navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A breadcrumb trail shows the path: Home > Units > Marine Forces Command > II MEF. On the left, a sidebar menu lists options like View All Site Content, II MEF, Mission, News, Units, Press Releases, Photos, Links, and POC. The main content area is titled 'Unit Site Home' and features a 'FEATURED' section with links to various articles. On the right, a 'Site Actions' dropdown menu is open, showing options such as Edit Page, Create Page, Create Site, Show Page Editing Toolbar, View All Site Content, View Reports, Site Settings, and Manage Content and Structure. A red arrow points from the '2a. Create Page by Clicking Site Actions' header to the 'Create Page' option in the dropdown menu. Below the screenshot, a blue box contains a note about site actions varying by permissions.

View All Site Content

II MEF

Mission

News

Units

Press Releases

Photos

Links

POC

Unit Site Home

FEATURED

[Artillery Article](#)

[samshowinqushowtodoit](#)

[Test News](#)

[3/10 artillery fires over New River2](#)

[Pledging Allegiance: Service members take oath of U.S. Citizenship](#)

[Parenthood instills vital traits in 1st CEB Marine](#)

[2nd LAR lends helping hand to Iraqis](#)

[See all news](#)

Site Actions

Edit Page
Change the content and Web Parts on this page.

Create Page
Create a page in this site.

Create Site
Add a new site under this site.

Show Page Editing Toolbar
Display the page status and editing options for this page.

View All Site Content
View all libraries and lists in this site.

View Reports
View reports on documents, pages and tasks.

Site Settings
Manage site settings on this site.

Manage Content and Structure
Reorganize content and structure in this site collection.

JOIN THE CORPS

MARINES.COM

NOTE: Site Actions will vary depending on your permissions



Creating Page for Press Release

2b. Click *Create Page*

The screenshot displays the Marines website interface. At the top, the navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. The 'Units' link is currently selected. On the right side of the page, a 'Site Actions' dropdown menu is open, showing options such as Edit Page, Create Page, Create Site, Show Page Editing Toolbar, View All Site Content, View Reports, Site Settings, and Manage Content and Structure. The 'Create Page' option is highlighted with a red box, and a red arrow points from the '2b. Click Create Page' instruction to this option. The main content area shows the 'Unit Directory: Results' for 'Expeditionary Units', with a list item for 'II MEF' and its URL.



Creating Page for Press Release

Home Welcome Gessner Ctr Kathy |

TESTSITE

Home News Units Recruiting Training & Education Career Marine Services In the Community Site Actions

Home > Units > TESTSITE > Pages > Create Page

Create Page

Page Title and Description

2c. Enter *Page Title*

Title: Training Press Release

Description:

URL Name: Pages/ TrainingPressRelease .aspx

Page Layout

2d. Select *Press Releases Layout*

- (Generic) Generic Layout with a single column.
- (Generic) Generic Layout with Two Columns
- (News Story) News Story with Photos
- (News Story) News Story without Photos
- (Press Release) Press Releases Layout**
- (Redirect Page) Redirect Page
- (Welcome Page) Unit Home Layout

2e. Click *Create*

Check Spelling Create Cancel



Entering MetaData for Press Release

3. Enter *MetaData*

3a. Title is Page Title by default. Type *new title* to change.

3b. Enter *Story Date*

3c. Enter *Dateline*

3d. Select *Unit* from drop down menu

3e. Enter *POC*

3f. Enter *POC Address*

3g. Enter *POC Phone Number*

3h. To Enter Page Content, click "Click here to add new content"

The screenshot shows the MARINES press release metadata entry form. The form is titled "MetaData (click to show/hide metadata)". It contains several fields for entering information:

- TITLE:** Training Press Release
- StoryDate:** 04/13/2007
- Dateline:** New Training for Content Management Sys
- Unit:** Training Information Management System
- POC:** Kathy Gessner, Trainer
- POCAddress:** 9990 Fairfax Blvd, Fairfax, VA 22030
- POCPhoneNumber:** 999-99-9999
- Page Content:** Edit Content

Annotations with arrows point to specific fields and buttons:

- 3a. Title is Page Title by default. Type *new title* to change. (Points to the TITLE field)
- 3b. Enter *Story Date* (Points to the StoryDate field)
- 3c. Enter *Dateline* (Points to the Dateline field)
- 3d. Select *Unit* from drop down menu (Points to the Unit dropdown menu)
- 3e. Enter *POC* (Points to the POC field)
- 3f. Enter *POC Address* (Points to the POCAddress field)
- 3g. Enter *POC Phone Number* (Points to the POCPhoneNumber field)
- 3h. To Enter Page Content, click "Click here to add new content" (Points to the "Click here to add new content" link at the bottom of the Page Content section)



Entering Content for Press Release

4. Enter Content

MetaData (click to show/hide metadata)

EMAIL | PRINT | FEEDS

TITLE
Training Press Release

StoryDate
04/13/2007

Dateline
New Training for Content Management Sys

Unit
Training Information Management System

POC
Kathy Gessner, Trainer

POCAddress
9990 Fairfax Blvd
Fairfax, VA 22030

POCPhoneNumber
999-99-9999

Current Selection : None

jkdaldj;fikaj df;lajd;lfkj a;dlfkj a;lkjfa;lkjf ;laksjd f;lajdf;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf
 l;aksjfl;laks jdf;lskdj f a;lskdj f ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasd;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu
 fao;duro[iawu er[aofjm;lzsjd f;lakwher poaiweur[ajdsfmizs,djf ;lkes jfh;kajhsd f;k a'lkf a'lsdkfjaowieur [oqwuer 'oalmv,jv
 n;lasjg'l
 jkdaldj;fikaj df;lajd;lfkj a;dlfkj a;lkjfa;lkjf ;laksjd f;lajdf;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf
 l;aksjfl;laks jdf;lskdj f a;lskdj f ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasd;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu
 fao;duro[iawu er[aofjm;lzsjd f;lakwher poaiweur[ajdsfmizs,djf ;lkes jfh;kajhsd f;k a'lkf a'lsdkfjaowieur [oqwuer 'oalmv,jv
 n;lasjg'l



Selecting Categories and Tags for Press Release

5a. Click “click to show/hide metadata”

Meta Data (click to show/hide metadata)

EMAIL | PRINT | FEEDS

TITLE
Training Press Release

StoryDate
04/13/2007

Dateline
New Training for Content Management Sys

Unit
Training Information Management System

POC
Kathy Gessner, Trainer

POCAddress
9990 Fairfax Blvd
Fairfax, VA 22030

POCPhoneNumber
999-99-9999

Select | Styles | A | B | I | U | ...
Current Selection : None

ikdaljd;fikaj df;lajd;lfkj a;dflkj a;lkjfa;lkjf ;laksjd f;lajdf;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf
skdjf a;lskdjf ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasd;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu
er[aojfm;lzsjd f;lakwherj poaiweur[ajdsfm;lzs,djf ;lkes jfh;kajhsd f;k a'lkf a'lsdkfjaowieur [oqwuer 'oalmv,jv

ajd;lfkj a;dflkj a;lkjfa;lkjf ;laksjd f;lajdf;ks jdf;ldjf ;ladjsf ;lajdf;lskdj fl;sakjd f;lsj df;lsajdf l;aksdjf
skdjf a;lskdjf ;laskdjf ;laskdjf l;aksjd fl;ajsdfl;kajsdfl; jasd;fkjasd;lfkjad;lfkja;sldfj a;lsdkfjal;kdfj a;sldu
er[aojfm;lzsjd f;lakwherj poaiweur[ajdsfm;lzs,djf ;lkes jfh;kajhsd f;k a'lkf a'lsdkfjaowieur [oqwuer 'oalmv,jv

NOTE: Click to Show/Hide Meta Data if options do not display. Then click MetaData Tab Heading to enter the MetaData.



Selecting Categories and Tags for Press Release

5b. Check Content Categories

MetaData (click to show/hide metadata)

Categories and Tags | Story Promotion | Publishing Dates

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs

5c. Enter Tags and Content Category separated by a comma. These are metadata tags that will be searchable and associated with this document and increase the searchability of the document.



Entering Story Promotion Information for Press Release

Story Promotion is used by the Approver to determine position of story

NOTE: Story Promotional determines where the story will display throughout the site. What you see on this screen will vary with your permission level.

MetaData (click to show/hide metadata)

Categories and Tags **Story Promotion** Publishing Dates

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs



Entering Publishing Dates for Press Release

6a. Click *Publishing Dates*

MetaData (click to show/hide metadata)

Categories and Tags Story Promotion **Publishing Dates**

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list.
Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs



Entering Publishing Dates for Press Release

6b. Enter *Start* and *End* Dates

MetaData (click to show/hide metadata)

Categories and Tags Story Promotion Publishing Dates

Scheduling Start Date

☒ Immediately

☐ On the following date:

12 AM 00

Scheduling End Date

☒ Immediately

☐ On the following date:

12 AM 00



Checking in Press Release Draft for Review

7. Click *Check In*

NOTE: There are two ways to Check In a page. Either the button at the top of the page or from the page menu

The screenshot shows the MAR Press Release Draft page. At the top, there is a navigation bar with links: Home, News, Units, Recruiting, Training & Education, Career, Marine Services, In the Community, and a Search box. Below this, a status bar indicates 'Version: Checked Out', 'Status: Only you can see and modify this page.', and 'Publication Start Date: Immediately'. The main menu includes 'Page', 'Workflow', 'Tools', 'Check In to Share Draft', and 'Submit for Approval'. A red box highlights the 'Check In to Share Draft' button. Below the menu, a dropdown menu is open, showing options: 'Save', 'Save and Stop Editing', 'Check In...', 'Discard Check Out', 'Page Settings and Schedule', 'Delete Page', 'Add Web Parts', and 'Modify Web Parts'. A red box highlights the 'Check In...' option. The page content area includes a date field (04/13/2007), a dateline field (New Training for Content Management Sys), a unit dropdown (Training Information Management System), a POC field (Kathy Gessner, Trainer), a POCAddress field (9990 Fairfax Blvd, Fairfax, VA 22030), a POCPhoneNumber field (999-99-9999), and a Page Content field (Edit Content).

NOTE: This allows others to view your content before you publish it.



Submitting Press Release for Approval

8. Click *Submit for Approval*

NOTE: There are two ways to Submit for Approval. Either the button at the top of the page or from the Workflow menu

The screenshot shows the 'Press Releases' submission page. A red box highlights the 'Workflow' menu in the top navigation bar, which is open, showing 'Submit for Approval...' as an option. Another red box highlights the 'Submit for Approval' button in the top right of the page. A red arrow points from the 'Submit for Approval' button to the 'Submit for Approval...' option in the Workflow menu. The form fields include:

- TITLE:** Training Press Release
- StoryDate:** 04/13/2007
- Dateline:** New Training for Content Management Sys
- Unit:** Training Information Management System
- POC:** Kathy Gessner, Trainer
- POCAddress:** 9990 Fairfax Blvd, Fairfax, VA 22030

At the bottom, there is a 'Page Content' section with an 'Edit Content' button and a text area containing placeholder text.

NOTE: This will now be submitted for approval



Submitting Press Release for Approval

Home > Units > Marine Forces Korea > Pages > TrainingTestPage > Workflows > Start Workflow

Start "Parallel Workflow": TrainingTestPage

Request Approval

To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once ever hed their tasks.

Approvers...

MC Korea Approver



☐ Assign a single task to each group entered (Do not expand groups).

Type a message to include with your request:

9a. Enter Message to include with approval request

9b. Enter Due Date

Due Date

If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by:



9c. Enter Other People to Notify

Notify Others

To notify other people about this workflow starting without assigning tasks, type names on the CC line.

CC...



Note: This locks the content, and starts the approval workflow.

9d. Click Start

Start

Cancel